



## Transport in Private Vehicles Policy

### **Aims**

- A. Safe transport for students.
- B. Economical and practical transport to a wide variety of excursions, out of school programs and camps.

### **Scope and Application**

This policy is available on the school website and applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school

### **Principles**

- A. The school utilises private vehicles, driven by school community members, as a method of transport to many activities. It serves a number of purposes, including:
  - 1. drivers are able to supervise students once at the venue
  - 2. it is convenient and economical
  - 3. it involves parents in school activities
  - 4. it enables us to take groups of students on a wide variety of outings.
- B. All staff or community members who use private vehicles to transport students for any reason must hold comprehensive car insurance.
- C. Permission for the school to take students on outings in private vehicles will be given for each individual class excursion.
- D. Term permission for ongoing excursions, such as sport, will be given by parents if the same vehicle will be utilized.
- E. Parents may choose not to give this permission, in which case the responsibility lies with these parents to provide transport for their child on outings.

- F. Parents may claim petrol and/or parking money from the school.

## **Responsibilities**

### **A. Board**

1. Writing and updating this policy in consultation with relevant parties
2. Supporting the excursion coordinator or camp organiser in the event they determine a car or driver is unsuitable to transport students

### **B. Principal**

1. Maintaining a record of police clearances and confidential declarations

### **C. Staff**

1. Providing a copy of their current comprehensive car insurance to be kept on file
2. Adhering to all sections of the Safety Procedures in this policy

### **D. Admin staff**

1. Maintaining comprehensive car insurance records

### **E. Excursion coordinator or camp organiser**

1. Ensuring enough vehicles are available
2. Assigning students to vehicles and completing Excursion Transport Arrangements form
3. Ensuring the suitability of drivers and vehicles.
4. Maintain a record of participants for each excursion
  - a) Perform Driver's License Checks and record number for each driver
  - b) Perform comprehensive car insurance checks and record policy number
  - c) Record vehicle registration number for each vehicle
  - d) Record mobile number of parent driver
  - e) Record students travelling in each vehicle
5. Providing clear instructions to drivers and students

### **D. Parent drivers**

1. Adhering to all sections of the Safety Procedures in this policy
2. Supervising students in car parks and crossing roads until under the supervision of a staff member
3. The school requires the driver has comprehensive car insurance in case of an accident. The school is not liable for damage to the driver's or any other vehicle or injury to any passengers.

## **Related Legislation**

- A. See Policies and Procedures Guidelines for Schools, Compliance Issues, AISWA
- B. Working With Children (Criminal Record Checking) Act 2004
- C. Child Restraint Laws for Western Australia, October 2010.

## **Related Kerry Street Documentation**

- A. Procedures and Forms including:
  - 1. Safety Procedures
  - 2. Kidsafe fact Sheet – Child Car Restraints
  - 3. Transport in Private Vehicles Details
- B. Policies including:
  - 1. Duty of Care Policy
  - 2. Child Protection Policy
  - 3. Excursion Policy
  - 4. Camp Policy

## **Contact Person**

Enquires relating to this policy should be directed to the School Principal or Board Chair.

## **Breaches of this Policy**

Any breach of this policy may result in disciplinary action up to and including termination.

## **Review and Authorisation**

- A. This policy was read, discussed and authorised by the Kerry Street Community School Council on 12/1/05
- B. Reviewed on 13/1/06 by meeting of staff and council
- C. Revised 2/8/06 to incorporate WWC legislation
- D. This policy was reviewed September 2012
- E. Reviewed August 2013
- F. Reviewed October 2013
- G. Reviewed and accepted by council 16-02-2015
- H. Attachment C Transport in Private Vehicles Details updated 22-11-2016
- I. To be reviewed 2021

## Revision History

<b>Date</b>	<b>Revision</b>	<b>Detail</b>
April 2019	V.1	Formatting. Updated to include insurance requirements